



TRAINING SECTION
FREQUENTLY ASKED QUESTIONS

S. NO.	QUESTION	REPLY
QUERRIES RELATED TO 15 MONTHS TRAINING (MANAGEMENT TRAINING)		
1	Can 15 month Management Training be undergone with any company?	No, the aforesaid training can be undergone with the company which is registered with the Institute for imparting 15 months Management Training.
2	What is the procedure for undergoing 15 months Management Training with the Company?	<p>After passing Intermediate/Executive Programme, students are eligible to commence 15 months training. Procedure should be followed for undergoing 15 months Management Training with the company as under:</p> <ul style="list-style-type: none">i) Students should apply to the Institute (Training Section) in the prescribed Training Form (ST-10) indicating the preference of companies along with a TOP/EDP Certificate.ii) Institute would forward the sponsorship letter (bio-data letter) to the companies as per their requirement with a copy of the same to the concerned student as well.iii) On receipt of the letter from the Institute, the student should contact the respective company and seek appointment for an interview.iv) After selection the company would forward appointment letter indicating the date of commencement to the Institute for record.v) The Institute would forward the final sponsorship letter to the company with a copy of the same to the concerned student also.

3	Where do I get the list of companies & PCS registered with the Institute for imparting 15 months training?	List of companies for imparting 15/3 months training and list of company secretaries in practice registered for imparting training with the Institute is available on the website of the Institute. www.icsi.edu > ‘Training’ link. . List can be available by opting any one search option provided.
4	Can a student take transfer of training in between the training period from one company to another company or a company secretary in practice?	Yes, a student can take transfer of training in between the training period.
5	What is the procedure for transfer of management training in between the training period to any company or company secretary in practice registered for imparting training with the Institute?	In case of transfer of Management Training, during the training period to some other company or Company Secretary in Practice registered for imparting training with the Institute, the student has to submit with the Institute a certificate of discontinuation of training in the Prescribed Format along with the No Objection Certificate from the previous trainer and has to follow the same procedure for undergoing remaining period of training as applicable in case of first trainer with the regard to sponsorship letter appointment letter etc.

QUERRIES RELATED TO 15 MONTHS TRAINING WITH COMPANY SECRETARY IN PRACTICE (APPRENTICESHIP TRAINING)

6	Can 15 months Apprenticeship training be undergone with any Company Secretary in Practice?	No, the aforesaid training can be undergone with the Company Secretary in Practice who is registered with the Institute for imparting training.
7	Is there any limit with regard to number of trainees which a Company Secretary in Practice can impart training?	Yes, there is a limit with regard to number of trainees which a Company Secretary in Practice can impart training. Company Secretary with two years of continuous practice can impart training to one trainee and further number of trainees equal to the number of years of continuous practice is permissible subject to a maximum limit of twenty trainees. However, in case a Company Secretary in Practice surrendered his Certificate of Practice, then he will be given credit to the number of trainees permissible at the time of surrender of Certificate of Practice.
8	How much stipend generally Company Secretary offer?	The stipend to be paid by the Company Secretary in Practice has been increased the minimum stipend from Rs. 500/- to Rs. 2000/- per month.

<p>9</p>	<p>What are the working hours for candidates undergoing training with Company Secretary in Practice?</p>	<p>The candidates undergoing apprenticeship training shall be required to work during normal hours for a period of 15 months which shall not be less than 6 hours a day for 5 days in a week for a total period of 15 months.</p>
<p>10</p>	<p>What is the procedure for undergoing 15 month Apprenticeship training with Company Secretary in Practice?</p>	<p>A candidate who has passed CS Executive Programme may undergo 15 months apprenticeship training with a Company Secretary in Practice registered with the Institute for imparting training as per the following procedure: -</p> <ul style="list-style-type: none"> i) Candidate should apply for the issuance of sponsorship letter (bio-data letter) before commencement of training in the prescribed training form which is available on the website of the Institute at training link. ii) After getting the sponsorship letter from the Institute, a contract for apprenticeship training in the prescribed format (as per the Apprenticeship Training Guidelines, 1982 as amended from time to time) has to be executed between the Company Secretary in Practice and the student concerned on non-judicial stamp paper of requisite value as applicable in their respective state, in duplicate. Both have to keep one copy of the contract. iii) Within 15 days of execution of contract for apprenticeship, the Company Secretary in Practice/ student has to submit a copy of contract, the particulars as prescribed in Part A & B with regard to employer and trainee, copy of TOP/EDP completion certificate and Executive Programme pass certificate along with a registration fee of Rs. 50/- (Rupees fifty only) with the Institute for registration of apprenticeship training with the Institute. iv) Thereafter the Institute after taking the training on record will issue 15 months apprenticeship training registration letter to the Company Secretary in Practice with a copy to the student.
<p>11</p>	<p>What would be the date of commencement of 15 months apprenticeship training?</p>	<p>The 15 months apprenticeship training would be treated as valid only from the actual date of execution of contract for apprenticeship.</p>

12	Can a student take transfer of training in between the training period from one Company Secretary in Practice to another Company Secretary in Practice or a Company Registered with the Institute for imparting training OR vice versa?	Yes, a student can take transfer of training in between the training period subject to submission of No Objection Certificate issued by existing Trainer Company or Company Secretary in Practice.
13	How many Transfers can be taken during 15 months training?	It is not prescribed in Training Guidelines; however students are advised not to take frequent transfers during training period.
14	What is the procedure for transfer of apprenticeship training in between the 15 months training period to any other Company Secretary in Practice or Company registered for imparting training with the Institute?	In case of transfer of apprenticeship training during the training period to some other Company Secretary in Practice or Company registered for imparting training with the Institute, the student has to submit with the Institute, a Certificate of Discontinuance of training in prescribed format along with a No Objection Certificate from the previous trainer employer and has to follow the same procedure for undergoing remaining period of training as applicable in case of first trainer employer with regard to sponsorship letter, contract for apprenticeship and registration fee.

QUERRIES RELATED TO REGISTRATION OF COMPANY FOR IMPARTING TRAINING 15 MONTHS MANAGEMENT AND 03 MONTHS PRACTICAL TRAINING

15	Can any company be registered for imparting 15 Months Management and 03 months Practical Training.	<p>Companies fulfilling the following criteria can get itself registered with the Institute for imparting 15 Months Management and 03 months Practical Training</p> <ul style="list-style-type: none"> ➤ It should have facilities to impart 15 Months Training/ 03 Months Practical Training in various departments particularly Secretarial (Shares & Legal), Finance & Accounts (including Costing, Management Accounting, Internal Audit & Taxation), Administration (including Personnel, General Administration, Industrial & Public Relations, Marketing & Material Management etc.). ➤ That the paid-up capital of the company conforms to the requirements as per Company Secretaries Regulations-1982 (as amended time to time), the company should have paid-up capital of not less than Rs. 50 lakhs for imparting 15 Months Training. However, for the purpose of 03 Months Practical Training, the requirement of paid-up capital is Rs. 25 lakhs. In support of this, the company has to send its latest Balance Sheet to the Institute.
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16	How much stipend generally companies offer?	Most of the companies recognized by the Institute for imparting training generally pay the stipend of Rs.3,500 onwards per month to the trainees.
17	Is there any limit with regard to number of trainees which a company can impart training?	No, there is no such limit. Company can take any number of trainees as per its requirement with prior approval of the Institute.

QUERRIES RELATED TO REGISTRATION OF COMPANY SECRETARY IN PRACTICE FOR IMPARTING TRAINING

18	What is the procedure for registration of a Company Secretary in Practice for imparting training with the Institute?	For getting registered with the Institute for imparting training to the students, a Company Secretary in Practice has to submit duly filled application form in the prescribed with the Institute. The application form is available on the website of the Institute at training link. After approval a registration number is allotted to the Company Secretary in Practice.
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QUERRIES RELATED TO EXEMPTION FROM UNDERGOING TRAINING

19	Who are eligible to claim exemption from undergoing Training?	<p>Exemption can only be claimed on the basis working experience after passing the Final/Professional Programme Examination provided he/she fulfils the requirement of the Company Secretaries Regulations, 1982, as amended.</p> <ol style="list-style-type: none"> 1 The candidates who have completed the Final/ Professional Programme Examination and possess three years working experience as an executive or four years as an assistant in a company having the paid up share capital of Rs.25 lacs or more. To assess the eligibility for exemption from undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case basis. 2 The candidates who have completed the Final / Professional Programme Examination and possess two years working experience as an executive or three years as an assistant with a Company Secretary in Practice. To assess the eligibility for exemption from undergoing 12 months Management Training.
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		<p>From undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case bases.</p> <p>3 In order to avail total exemption under Regulation 48 & 51 a candidate should possess one year experience as Assistant Secretary or any post higher thereto in the Secretarial Department in a company or body corporate having a paid up share capital and reserves of not less than Rs.25 lacs or any organization having gross fixed assets of not less than Rs.50 lacs including any public Sector Undertaking, Autonomous body, Financial Institution or Bank, which in the opinion of the Council, provides scope for acquiring sufficient professional experience. Please note that 15 days Secretarial Modular Training Programme is compulsory.</p>
<p>20</p>	<p>What are the documents required to be submitted in order to claim exemption from undergoing Training?</p>	<p>Following are the documents required to be submitted in order to claim exemption from undergoing training: -</p> <ol style="list-style-type: none"> a. Application Form for Management /Apprenticeship/ Practical Training/ Exemption from undergoing Training. (ST-10) b. Experience Certificate (s) indicating exact designation, duration of service, salary drawn, job contents in brief duly signed by the appropriate authorized signatory of the employer organization. c. Annual Report(s) in respect of the organization(s) d. Organization Chart indicating the position in the organizational hierarchy duly certified by the authorized signatory of employer organization. e. Salary slip for the beginning and last pay drawn from the organization(s) f. Appointment letter from past/present employer.

QUERRIES RELATED TO 03 MONTHS PRATICAL TRAINING

21	How is 03 months Practical training different from 15 months Management/ Apprenticeship Training?	Students who got exemption on the basis of working experience from undergoing 12 months or more training under various provisions of the Company Secretaries Regulations, 1982 (as amended from time to time) are required to undergo balance training of 03 months or less period in Administration/Secretarial/Finance & Accounts department for one month each is termed as Practical Training. While the students who neither claim nor been granted exemption from undergoing training are required to undergo 15 months Management/ Apprenticeship Training.
22	Whether the Practical training can be undergone with any Company/Organization.	The Practical training can be undergone only with those Company/ Organization which are registered with the Institute for imparting 03 month Practical training to the students.
23	What is the procedure for undergoing 03 months Practical with a Company?	<p>Student has to follow the procedure as below:</p> <ul style="list-style-type: none"> i) A student has to submit an application with the Institute in prescribed training form specifically mentioning the name of the organization for issuance of sponsorship letter ii) The Institute will issue sponsorship letter to the concerned organization for arranging the Practical training of the student with a copy to the student. Student can commence the training only on the basis of sponsorship letter issued by the Institute. iii) The organization will intimate the date of commencement of the training of the student to the Institute for record. iv) The organization will issue a training completion certificate on completion of the training for record.
24	Whether the Practical training can be undergone with any Company Secretary in Practice.	03 months Practical training can be undergone with a Company Secretary in Practice who is registered with the Institute for imparting training to the students.
25	What is the procedure for undergoing 03 months Practical training with a Company Secretary in Practice?	Procedure for undergoing 03 months Practical Training with a Company Secretary in Practice is same as in case of 15 month Apprenticeship training with a variation with regard to the period of training.

QUERRIES RELATED TO 15 DAYS TRAINING WITH SPECIALIZED AGENCY

26	Whether 15 days training to be undergone with any one specialized agency is compulsory?	Yes, the 15 days training with any one specialized agency is compulsory.
27	What are the agencies where 15 days training can be undergone?	15 working days training can be undergone with ROC/ RLLP/ Stock Exchange/ Commodity Stock Exchange/ Office of Official Liquidator /MCA and the agencies as registered and approved by the Institute from time to time.
28	At what stage a student can undergo 15 days training with the specialized agency?	A Final /Professional Programme passed student after completing training can undergo 15 days training with any of the prescribed specialized agency.
29	What is the procedure for undergoing 15 days training with any of the specialized agencies?	<p>Student has to follow the procedure as below: -</p> <ul style="list-style-type: none"> i) Submit an application with the Institute for issuance of sponsorship letter for undergoing 15 days training specifically mentioning the name of the specialized agency along with copy of Final/Professional Programme pass marks sheets. ii) The Institute will issue sponsorship letter to the concerned specialized agency for arranging the 15 days training with a copy to the student. iii) After completion of 15 days training the concerned specialized agency will issue a 15 days training completion certificate.
30	What are the various training programme which a student is required to attend & complete.	<p>(a) For students registered for Executive Programme course before 1st September,2009, following training programme are applicable :</p> <ul style="list-style-type: none"> i. 5 days Training Orientation Programme (TOP) ii. 25 hours Academic Development Programme (ADP) iii. 15 days Secretarial Modular Training Programme (SMTP)

		<p>(b) For students registered for Executive Programme course on or after 01st September, 2009, the following Training Programmes under the new training structure are applicable:</p> <ul style="list-style-type: none"> i. 7 days Student Induction Programme (SIP) ii. 8 days Executive Development Programme (EDP) iii. 25 hours Professional Development Programme (PDP) iv. 15 days Management Skills Orientation Programme (MSOP)
QUERRIES RELATED TO SIP/ TOP/ EDP/ ADP/ PDP/ SMTP/ MSOP		
31	What is SIP?	SIP is the Student Induction Programme of 7 days duration which is conducted by all the Regional Councils and designated Chapters on regular basis.
32	What is the eligibility for SIP? Whether SIP is compulsory.	Students who have registered for Executive programme course on or after 01 st September, 2009 are required to attend SIP. It is compulsory to attend within 06 months of registration for Executive programme course.
33	What is the procedure of registration for SIP?	Student has to submit an application in the prescribed form with the concerned Regional Council/ Chapter along with the prescribed fee (presently Rs 1000/- Rupees one thousand per participant).
34	Whether there is a provision for granting exemption from undergoing 7 days SIP. What are the criteria for granting exemption from undergoing SIP?	<p>Yes, there is a provision for granting exemption from undergoing SIP.</p> <p>The Council of the Institute has approved the following eligibility criteria for granting of exemption from undergoing Student Induction Programme (SIP)</p> <ul style="list-style-type: none"> (i) Candidates having one year of working experience as assistant or any other post equivalent thereto by whatever name called or any other higher grade thereto in the field of Finance, Secretarial, Human Resource, Marketing, General Administration, Teaching, Research etc. in any body corporate, government body, statutory or autonomous body,

		<p>public undertaking, financial institution, banks, consultancy firms, Law firms or any other organization/institution which in the opinion of the Council provides scope for adequate exposure for exemption from Students Induction Programme (SIP), or</p> <p>(ii) Candidates possessing professional qualification e.g CA, CWA, LL.B, BE/B.Tech/B.Arch, MBBS, Post Graduate Degree/Diploma in Businesses Administration/ Management, MCA or any other qualification as approved by the Council from time to time. “</p> <p>Students seeking exemption may apply within six months from the date of registration in the Executive Programme.</p> <p>The students who were enrolled on or after 1st September 2009 and yet not undergone the SIP may also apply for the exemption.</p> <p>The format of application for claiming exemption from SIP is available at Training Page on the website (www.icsi.edu).</p>
35	What is TOP/EDP?	TOP is the Training Orientation Programme of 5 days duration and EDP is the Executive Development Programme of 8 days duration which is conducted by all the Regional Councils and designated Chapters on regular basis.
36	What is the eligibility for TOP/EDP? Whether TOP/ EDP is compulsory.	Students who have passed /Executive programme are required to attend TOP/EDP. It is compulsory to attend before commencement of 15 months training.
37	What is the procedure of registration for TOP/EDP?	Student has to submit an application in the prescribed form along with a copy of Executive Programme pass certificate with the concerned Regional Council/Chapter along with the prescribed fee (presently Rs 400/- for TOP & Rs. 1000/- for EDP).
38	Whether a student can commence 15 month training pending completion of TOP/EDP due to non-availability of seats for TOP/EDP.	Yes, a student can commence 15 month training pending completion of TOP/EDP due to non-availability of seats for TOP/EDP by submitting an undertaking in writing with the Institute along with the documents for training that

		he/she will complete TOP/EDP in the next available batch and will submit a copy of the TOP/EDP completion certificate with the Institute.
39	Whether a student who is required to complete TOP under old training structure, can complete EDP under new training structure to fulfill the requirement of TOP.	Yes, a student who is required to complete TOP under old training structure, can complete EDP under new training structure to fulfill the requirement of TOP. EDP is a redefined version of TOP.
40	At which places SIP/TOP/EDP are conducted?	<p>SIP/ TOP /EDP are conducted at following Regional/ Chapter Offices of the Institute: -</p> <p>In Eastern Region:</p> <p>Eastern India Regional Council Tel. (033) 22832973/ 22816541/ 22816542/ 22901065/ 22902178-79</p> <p>Bhubaneshwar Tel. 0674) 2552282</p> <p>Hooghly Tel. (033) 32420164</p> <p>In Northern Region:</p> <p>Northern India Regional Council Tel. (011) 25816593/ 49343003/ 49343005</p> <p>Chandigarh Tel. (0172) 2661840</p> <p>Faridabad Tel.(0129) 9136606601-05</p> <p>Ghaziabad Tel.(0120)2796668/ 4559681</p> <p>Gurgaon Tel. (0124) 2380021</p> <p>Jaipur Tel. (0141) 2707236/ 2707736</p> <p>Kanpur Tel. (0512) 2296535/ 2212767</p>

Lucknow
Tel. (0522) 4109382

Ludhiana
Tel. (0161) 2545456

Noida
Tel. (M) 9811231064

In Southern Region:

Southern India Regional Council
Tel. (044) 28279898/ 28222212

Bangalore
Tel. (080) 22286574/ 22287158

Coimbatore
Tel. (0422) 2452006

Hyderabad
Tel. (040) 23399541/ 23396494

Kochi
Tel. (0484) 2392950/ 4050502

In Western Region:

Western India Regional Council
Tel. (022) 22844073/ 22047569/ 22047580/ 22047604

Ahmedabad
Tel. (079) 26589343/ 32918705

Indore
Tel. (0731) 4248181/ 2434552

Nagpur
Tel. (0712) 2453276

Navi-Mumbai
Tel. (022) 27802264

Pune
Tel. (020) 2463228/ 24260341

Thane

		<p>Tel. (022) 25444478-79</p> <p>Vadodara Tel. (0265) 2331498</p>
41	What is ADP/PDP?	ADP is Academic Development Programme and PDP is Professional Development Programme which is conducted by all the Regional Councils and designated Chapters for the benefit of members & students on regular basis.
42	What is the requirement of ADP/PDP for students?	<p>Students are required to attend 25 hours of Academic Development Programme during the period of 15 month training. Attendance in three ADP of 8 hours each will suffice the requirement of 25 hours ADP.</p> <p>A student can also attend Professional Development Programme organized by the Regional Councils/Chapter/Head Quarter from time to time to get the credit of corresponding hours for ADP @ 4 hours for half day & 8 hours for full day Professional Development Programme.</p>
43	What is the procedure of registration for ADP/PDP?	<p>Student has to submit an application in the prescribed form along with a copy of Executive Programme pass marks sheets with the concerned Regional Council/ Chapter along with the prescribed fee. For ADP fee is Rs. 250/- and for PDP students are required to pay fee as may fixed for the programme.</p> <p>Further, the Regional Councils/ Chapters have been instructed to charge a concessional fee from the students attending Professional Development Programme.</p>
44	Whether the TOP/EDP and ADP/PDP is applicable to those students who have been granted exemption from undergoing training?	There is no provision for exemption from TOP/EDP & ADP/PDP. However, TOP/EDP & ADP/PDP is not applicable for the students who have been granted exemption from undergoing training.
45	What is SMTP/MSOP?	15 days Secretarial Modular Training Programme (SMTP) / Management Skills Orientation Programme (MSOP) is conducted by CCGRT, Regional Councils and designated Chapters on regular basis.
46	What are the eligibility criteria for the SMTP/MSOP?	<p>Eligibility criteria for the SMTP/MSOP is given below: -</p> <ul style="list-style-type: none"> i) Passed final/ professional examination ii) Completed TOP/EDP iii) Have completed 15 months of training period or

		being exempted there from.
47	What is the procedure of registration for SMTP/MSOP?	Student has to submit an application in the prescribed form along with the copies of final/ professional examination pass certificate, TOP/EDP completion certificate and training completion certificate or letter granting exemption from undergoing training as the case may be with the CCGRT/ Regional Council/ Chapter as the case may be along with the prescribed fee for registration.

50	Whether there is a facility of residential SMTP/MSOP? If yes, then where?	Yes. Residential SMTP/MSOP are conducted by CCGRT, Mumbai (Belapur) on regular basis.
51	Is there any provision for getting exemption from attending SMTP/MSOP?	Presently, there is no provision for claiming exemption from attending SMTP/MSOP.
QUERRIES RELATED TO OTHER REQUIRMENTS TO BE COMPLETED WHILE UNDERGOING TRAINING		
52	During Training period, what are the other documents/ requirements which trainees need to comply?	<p>During training period, a trainee has to comply with the following documents/ requirements:-</p> <ol style="list-style-type: none"> i. To maintain a Training Diary which is available in all the Regional Offices and designated Chapters @ Rs.100/- (Rupees One hundred only). ii. To submit Quarterly Report in prescribed format on completion of every quarter. iii. To prepare a project Report on any one of the prescribed Topic in last quarter and submit it along with Training Completion Certificate on completion of training.
53	How many days of leave are allowed to the trainee during 15 months training period?	A maximum of 45 days leave @ 3 days leave per month on an average is allowed to a trainee during the 15 months training period. Further if any leave is taken in excess of 45 days, then the training period would be extended accordingly.
54	Whether 45 days leave can be adjusted towards any other kind of training i.e. 15 specialized training or SMTP/MSOP etc.	No other training is allowed during 45 days leave period. Further, if any other training is undergone by the trainee during 15 months duration then the training period would be extended by corresponding period of other training undergone.